

CHOCTAW COUNTY SCHOOLS

ACCOUNTING SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Degree in Accounting and/or Business Administration preferred.
- (2) Completion of AASBO Local School Financial Management, Professional Certification, and/or Payroll/Personnel Certificate Program preferred.
- (3) Three years related experience
- (4) Demonstrate computer and bookkeeping skills
- (5) Experience in governmental/educational accounting preferred
- (6) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

KNOWLEDGE, SKILLS AND ABILITIES:

Establish and maintain bookkeeping principals and practices that are in compliance with local, state and federal laws and regulations, become familiar with the Alabama State Department of Education's chart of accounts and object codes to ensure proper coding of transactions, engage in professional growth and demonstrate professional ethics.

REPORTS TO:

Chief School Financial Officer
Superintendent

JOB GOAL

To assist in the administration of the district's business affairs so as to provide the maximum services for financial resources available

PERFORMANCE RESPONSIBILITIES:

- * (1) Process bank statement reconciliations.
- * (2) Assist with preparation of system wide budgets.
- * (3) Process accounts payable and purchase orders.
- * (4) Process invoices and other financial matters related to areas of responsibility.
- * (5) Coordinate check runs with the Chief School Financial Officer.
- * (6) Prepare expense transfers to charge accounts payable transactions.
- * (7) Maintain check records on file for audit.
- * (8) Maintain the fixed assets/inventory system.
- * (9) Assist with bi-annual audit of local school accounting practices.
- * (10) Type necessary correspondence.
- * (11) Maintain filing system.
- * (12) Prepare various reports, letter, spreadsheets, manuals, etc., as assigned.
- * (13) Report potential problems, unusual events, or work irregularities to Chief School Financial Officer or appropriate administrative personnel.
- * (14) Attend workshops and staff development programs to maintain and enhance skills.
- * (15) Work with Examiners of Public Accounts in their annual audit and preparation of State financial reports.
- * (16) Respond to vendor inquiry regarding purchase orders/payments in a timely manner.

LOCAL SCHOOL ACCOUNTING BOOKKEEPER (Continued)

- *(17) Assist in calendar year and fiscal year closing.
- *(18) Participate in cross training activities.
- *(19) Assist in training of new principals and/or administrators in accounting procedures.
- (20) Assume other reasonable and equitable job-related duties as assigned by the CSFO and/or Superintendent of Education.

TERMS OF EMPLOYMENT:

The terms of employment shall be in accordance with the provisions of the Board's Policy Fair Dismissal Act of Alabama and the Board's Salary Schedule for a twelve (12) month period.

EVALUATION:

Performance evaluation shall be in accordance with provisions of the Board's policy on Evaluation of Non-Certified Personnel.

- * Essential Performance Responsibilities